
Appendix C

Responsibilities/KSAO Matrix

HFD Captain Linkage Matrix

| RESPONSIBILITIES | | ASST. CHIEF OF DEPT. | | | | | | | | | | |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------|---------------------------------|----------------------------------|----------------|--------------------------------|---------------------------|------------------------------------------------|-------------------------------|-----------------------------|--|
| | | F. Training. | H. Emergency Medical Services. | L. Incident Management Systems. | M. Water supply for firefighting | A. Management. | K. Safety Accident Prevention. | G. Building Construction. | E. Fire Alarm and Fire Company Communications. | B. Municipal Fire Protection. | C. Private Fire Protection. | |
| 0 = Not Relevant 1 = Enables Performance of the Responsibility | E. Responsible for the safety of HFD members during the performance of assigned duties. | E | 21.97 | | | | | | | | | |
| | A. Supervises the emergency response of their assigned apparatus to ensure safe and timely response to alarms. | A | 21.51 | | | | | | | | | |
| | AA. Maintains proper staffing for all apparatus assigned to their station. | AA | 21.00 | | | | | | | | | |
| | BB. Reports staffing level to the appropriate superior officer in a timely manner. | BB | 19.88 | | | | | | | | | |
| | U. Maintains a high level of preparedness through knowledge and skills to deal with all possible types of emergencies. | U | 18.99 | | | | | | | | | |
| | D. Provides first-line supervision of probationary fire fighters, fire fighters, and engineer/operators involved in the mitigation of emergencies. | D | 18.94 | | | | | | | | | |
| | C. Sizes-up the scene at emergency medical calls, as a first responder, in order to begin providing needed emergency medical intervention to mitigate the problems encountered within the HFD guidelines. | C | 18.66 | | | | | | | | | |
| | B. Sizes-up the scene of fire situations in order to employ proper tactics needed to mitigate the problems encountered. | B | 18.54 | | | | | | | | | |

0 = Not Relevant

1 = Enables Performance of the Responsibility

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HFD Captain Linkage Matrix

0 = Not Relevant

1 = Enables Performance of the
Responsibility

RESPONSIBILITIES

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|
| H. Provides leadership in performing search and rescue operations, which assist victims who may have become unconscious, trapped, lost, or otherwise unable to escape a hostile environment unassisted. | H | 15.25 |
| O. Safeguards all department property from abuse or waste. | O | 14.60 |
| I. Coordinates activities with other responding crews so that teamwork is accomplished and the emergency is brought under control with minimal effort and resources and in the safest way possible. | I | 14.58 |
| Z. Assists in training new employees. | Z | 14.54 |
| N. Conducts overhaul operations to ensure complete extinguishment of fire, make a final search for victims, and save any property that can be saved. | N | 14.22 |
| J. Secures hazardous areas to provide safety for citizens and emergency personnel. | J | 13.95 |

| | | | | | | | | | | | |
|------------------------------------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| F. Training. | H | 17.76 | 17.08 | 16.46 | 15.65 | 15.33 | 14.76 | 14.69 | 12.75 | 12.61 | 8.27 |
| H. Emergency Medical Services. | L | | | | | | | | | | |
| L. Incident Management Systems. | M | | | | | | | | | | |
| M. Water supply for firefighting | A | | | | | | | | | | |
| A. Management. | K | | | | | | | | | | |
| K. Safety Accident Prevention. | G | | | | | | | | | | |
| G. Building Construction. | E | | | | | | | | | | |
| E. Fire Alarm and Fire Company Communications. | B | | | | | | | | | | |
| B. Municipal Fire Protection. | C | | | | | | | | | | |
| C. Private Fire Protection. | | | | | | | | | | | |

HFD Captain Linkage Matrix

| RESPONSIBILITIES | | Criticalities | | | | | | | | | | | |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|--------------|--------------------------------|---------------------------------|----------------------------------|----------------|--------------------------------|---------------------------|------------------------------------------------|-------------------------------|-----------------------------|
| 0 = Not Relevant 1 = Enables Performance of the Responsibility | T. Directs and supervises general maintenance work in the upkeep of apparatus, facilities, equipment; and grounds around station; supervise minor repairs; washing and drying hose; washing, cleaning, waxing, maintaining and testing apparatus and equipment. | T | 13.80 | F. Training. | H. Emergency Medical Services. | L. Incident Management Systems. | M. Water supply for firefighting | A. Management. | K. Safety Accident Prevention. | G. Building Construction. | E. Fire Alarm and Fire Company Communications. | B. Municipal Fire Protection. | C. Private Fire Protection. |
| | W. Maintains inventories of all station, apparatus, and equipment. | W | 13.59 | | | | | | | | | | |
| | R. Conducts and participates in fire drills, classes in firefighting, EMS, Hazardous Materials, and other emergency service-related subjects on a daily basis to ensure proficiency in HFD Emergency Operations. | R | 13.44 | | | | | | | | | | |
| | F. Supervises the proper development of an adequate water supply when ordered to do so or fire conditions dictate. | F | 12.36 | | | | | | | | | | |
| | M. Leads subordinates in returning places that have been involved in an emergency incident to a reasonably safe condition. Checks for structural damage, evaluate the safety of utilities, and assure the continual operation of fire protection equipment such as fire alarms and sprinklers. | M | 12.23 | | | | | | | | | | |

HFD Captain Linkage Matrix

| RESPONSIBILITIES | Linkage Matrix | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|----------------------------------|----------------|--------------------------------|---------------------------|------------------------------------------------|-------------------------------|-----------------------------|
| | F. Training. | H. Emergency Medical Services. | L. Incident Management Systems. | M. Water supply for firefighting | A. Management. | K. Safety Accident Prevention. | G. Building Construction. | E. Fire Alarm and Fire Company Communications. | B. Municipal Fire Protection. | C. Private Fire Protection. |
| 0 = Not Relevant 1 = Enables Performance of the Responsibility | | | | | | | | | | |
| L. While fighting fire, be alert and observant in order to detect evidence of arson and to protect the scene of any suspected arson incident. | L | | | | | | | | | |
| K. Assumes command at emergency Operations incidents (Haz-Mat, cave-ins, aircraft emergencies, extrications, etc.) and direct operations according to one's level or training, until relieved by a superior officer. | K | | | | | | | | | |
| Assigned by the Senior Captain and District Chief. | II | | | | | | | | | |
| EE. Ensures that the member's Texas Driver's license is current at all times. | EE | | | | | | | | | |
| S. Supervises and participates in Tactical Evaluation and Assignment Planning (TEAP) of buildings, hydrants, and other structures in fire prevention/planning programs. | S | | | | | | | | | |
| Y. Assists in department supervisory and administrative activities. | Y | | | | | | | | | |
| FF. Reports employee changes of address. | FF | | | | | | | | | |
| P. Directs assigned apparatus in fire prevention activities as assigned. | P | | | | | | | | | |
| Q. Presents programs to the community on safety and fire prevention topics. | Q | | | | | | | | | |

HFD Captain Linkage Matrix

| <p>0 = Not Relevant</p> <p>1 = Enables Performance of the Responsibility</p> | BASIC KNOWLEDGE OF: | | | | | | | | | | Criticalities |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------|-----------------------------------|-------------------------|-----------------------------------|---------------------------|----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------------------|---------------|
| | J Labor Relations | D Aircraft crash and rescue | I Municipal Procurement Practices | A3 Orders and Bulletins | A2 Standard Operating Guidelines. | A1 Rules and Regulations. | A4 EMS First Responder Protocols | A5 HMRT First Responder Protocols | G Department strategy and tactics | H Proper distribution and deployment of resources | |
| RESPONSIBILITIES | | | | | | | | | | | |
| E. Responsible for the safety of HFD members during the performance of assigned duties. | | | | | | | | | | | E 21.97 |
| A. Supervises the emergency response of their assigned apparatus to ensure safe and timely response to alarms. | | | | | | | | | | | A 21.51 |
| AA. Maintains proper staffing for all apparatus assigned to their station. | | | | | | | | | | | AA 21.00 |
| BB. Reports staffing level to the appropriate superior officer in a timely manner. | | | | | | | | | | | BB 19.88 |
| U. Maintains a high level of preparedness through knowledge and skills to deal with all possible types of emergencies. | | | | | | | | | | | U 18.99 |
| D. Provides first-line supervision of probationary fire fighters, fire fighters, and engineer/operators involved in the mitigation of emergencies. | | | | | | | | | | | D 18.94 |
| C. Sizes-up the scene at emergency medical calls, as a first responder, in order to begin providing needed emergency medical intervention to mitigate the problems encountered within the HFD guidelines. | | | | | | | | | | | C 18.66 |
| B. Sizes-up the scene of fire situations in order to employ proper tactics needed to mitigate the problems encountered. | | | | | | | | | | | B 18.54 |